



## REORGANIZATION PROPOSAL

*The Reorganization Proposal form must be completed, signed by your Assistant Administrator/Regional Administrator, and submitted to Troy Boxton, OARM, Office of Human Resources, Policy, Planning and Training Division and to your designated HR Shared Service Center Representative via email for review. Please complete this form in its entirety and submit with all required documents and approvals; forms are available at <http://intranet.epa.gov/ohr/programs/reorg/start.htm>. If you have any questions regarding completion of this form, please see page 2 for Troy's contact information.*

### A. CONCISE STATEMENT OF CHANGE

1. Provide an executive summary that succinctly explains the proposed change(s) (one paragraph or less).

The Office of Administration and Resources Management (OARM) is proposing to redistribute responsibilities and dissolve the Office of Diversity, Advisory Committee Management and Outreach (ODACMO) and redistribute its functions throughout OARM. These moves are designed to combine all outreach, diversity, and inclusion functions into a single OARM office and raise the profile of the advisory committee work by moving the function to OARM's Office of Policy and Resources Management (OPRM). OARM is also proposing to restructure OARM/OPRM into three divisions to fully support the proposed functional changes. These changes hope to enhance OARM's capacity to deliver on the Administrator's commitment to make EPA more broadly reflective of our diverse nation and the dynamic communities that we are privileged to serve.

2. Describe the title(s) of the unit(s) affected.

Office of Diversity, Advisory Committee Management and Outreach, OARM  
Office of Policy and Resources Management, OARM  
Office of Human Resources, OARM

3. Explain the change purpose (e.g., whether the change is due to a new legislative authority, new program authority or shifts in program emphasis).

The purpose of restructuring OARM is to help provide for more effective management and coordination of diversity and inclusion activities agencywide. Moving ODACMO's diversity, inclusion and outreach functions to the Office of Human Resources (OHR) will centralize related functions, boost and make more effective use of staff resources working on diversity and inclusion activities, and enable there to be a more strategic approach to agencywide efforts to provide outreach to and recruitment of diverse job applicants. Moving the Advisory Committee Management Function to OPRM, and making it a stand-alone division, will once again place this function among others that primarily provide a support function, elevating the importance and prominence by placing it in the administrative support office that serves the Assistant Administrator of OARM.

4. Discuss the progress to date based on communications with level approvers and discussions with stakeholders, unions, SSCs, etc.

To date:

- The Acting Assistant Administrator provided a brief overview of the initial plan and



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anticipated date of implementation to the agency's Acting Deputy Administrator and Chief of staff.

- The Acting Assistant Administrator and Principal Deputy Assistant Administrator held discussions with affected employees and staffs.
- Union Representatives were invited to all discussions held with affected employees and staffs.
- An email announcing planned changes was sent by the Acting Assistant Administrator to all OARM employees.
- Discussed at the HRC, which includes Unions and SEPMs.

5. Describe the benefits of this change(s) to the agency (e.g., increased accountability, enhanced communication and coordination, improved efficiency).

This change will place diversity and inclusion and advisory committee management functions and personnel in organizations where they have the greatest ability to achieve their mission and receive the support and resources that they need. Ultimately, this change will provide for more effective management and coordination of outreach, diversity, and inclusion efforts agencywide, unifying related functions, boosting staff resources, and providing for a more strategic, agencywide effort to provide outreach and support to diverse communities both within and outside the agency.

6. Is there an impact between AA/RA offices, between offices within an AA office or between Regional divisions?

This change will create an impact between offices within OARM. As a result of the dissolution of ODACMO, employees and the functions currently in ODACMO will be redistributed within OARM.

### B. ANALYSIS OF IMPACT ON PERSONNEL

1. Will there be an impact on the supervisor-to-staff ratio at the AAship/RAship level? (Contact your HRO/PMO for the current ratio). ☒ No ☐ Yes

**If yes, please explain and include your present AAship/RAship supervisor-to-staff ratio \_\_\_\_\_ and the proposed AAship/RAship supervisor-to-staff ratio \_\_\_\_\_.**

Though this reorganization will create three new Division Director positions, the OARM supervisor-to-staff ratio will remain at approximately 1:9.

2. Will this proposed reorganization: (a) Eliminate positions; (b) Cause a reduction in force; (c) Change how positions are graded; (d) Add new functional units; or (e) Support a VERA/VSIP? ☐ No ☒ Yes

**If yes, please explain.**

The proposed reorganization will dissolve one OARM office and redistribute its functions within OARM. As a result, OPRM will reorganize to create three new divisions and OHR's Recruitment & Employee Services Division will reorganize to create two new branches. OPRM's reorganization will eliminate the need for three team leaders and establish three new supervisory positions that will be filled competitively. There will be no impact to the current grade level or potential grade level of any employee.





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3. Will there be an impact on the diversity of the organization? ☒ No ☐ Yes

If yes, please explain.

**C. ADMINISTRATIVE ISSUES** (Failure to address all administrative issues may result in a delay in the implementation of the reorganization.)

1. Will there be any physical moves of staff? ☐ No ☒ Yes

If yes, please explain.

Exploring the possibility of moving the ODACMO diversity, inclusion and outreach staff to space within the OHR, Recruitment & Employee Services Division.

2. Will new space be required? ☐ No ☐ Yes

If so, have all technical (computer, telecommunications, etc.) needs been assessed?

3. Will the reorganization require new information systems/technologies, or significant changes to existing ones, and (if so) has it been acquired? ☒ No ☐ Yes

If yes, please explain.

4. Will there be any budgetary impacts? If yes, please explain in detail. ☒ No ☐ Yes

**D. EPA DIRECTIVES**

1. Will any Delegations of Authority, Orders or Manuals be affected? ☒ No ☐ Yes

If yes, please explain and attach the directive affected.

**E. ATTACHMENTS** (Use the forms provided)

1. Staffing Plan Crosswalk (Use Staffing Plan Template). Contact your servicing HR SSC for information (Do not include social security numbers).

2. Current Organizational Chart.

3. Proposed Organizational Chart (Must include all organization levels).

4. Current Functional Statement.

5. Proposed Functional Statement (Must include all reporting levels).

**Assistant Administrator/Regional Administrator Approval**

Name: Karl Brooks

Title: Acting Assistant Administrator

Signature: 

Date: 1/28/16

**Human Resources Office/Program Management Office Reviewed**

Name: Janice Jablonski

Title: PMO - OARM

Signature: 

Date: 2/2/16

**Human Resources Shared Service Center Approval (Certifies Receipt of this Package)**

Name:

Title:



## STAFFING PLAN CROSSWALK FORM

**ORGANIZATION NAME:** OARM, Office of Policy and Resources Management

**NOTE(s): All eight columns must be completed by the program office. See instruction tab for detailed procedures on crosswalk completion. Please briefly explain proposed changes in the notes column, including the use of any standard position descriptions.**

**PROPOSED:** Immediate Office, Office of Resources, Operations and Management      HOA00000      (New Org Title / Same Org Code)

(A) Current Org Code	(B) Current Acronym	(C) Name	(D) Current Position Title/Series/Grade	(E) Proposed Position Title/Series/Grade (If Changed)	(F) Empl ID	(G) Realign (L)/Reassign (R)/No Change (NC)	(H) Notes
HOA00000	OPRM	Showman, John L. III	Director, Office of Policy and Resources Management, ES- 0340-00			NC	Current Office does not have subunits
HOA00000	OPRM	Hitchens, Lynnann	Management & Program Analysis Officer, GS-0343-15			NC	
HOA00000	OPRM	Amorosi, Joanne M.	Public Affairs Specialist, GS- 1035-15			NC	
HOA00000	OPRM	Collins, Benjamin J.	Special Assistant/Program Analyst, GS-0343-14			NC	

**PROPOSED:** Federal Advisory Committee Management Division      HOAA0000      (New Organization)

(A) Current Org Code	(B) Current Acronym	(C) Name	(D) Current Position Title/Series/Grade	(E) Proposed Position Title/Series/Grade (If Changed)	(F) Empl ID	(G) Realign (L)/Reassign (R)/No Change (NC)	(H) Notes
N/A	N/A	Vacant	N/A	Division Director, GS- 0343-15		N/A	Newly created position
HG000000	ODACMO	Joyce, Mark	Program Analyst, GS-0343-15			R	
HG000000	ODACMO	Carrillo, Oscar	Program Analyst, GS-0343-14			R	
HG000000	ODACMO	Green, Eugene III	Program Analyst, GS-0343-14			R	
HG000000	ODACMO	Hinkle, Deborah L.	Program Analyst, GS-0343-14			R	
HG000000	ODACMO	McCleary, James	Attorney-Advisor, GS-0905- 14			R	
HG000000	ODACMO	Moreau, Megan G.	Program Analyst, GS-0343-14			R	
HG000000	ODACMO	Rousey, Toni T.	Program Analyst, GS-0343-14			R	
HG000000	ODACMO	McCoy, Stephanie A.	Program Analyst, GS-0343-13			R	
HG000000	ODACMO	Brown, Geraldine	Program Analyst, GS-0343-12			R	
HG000000	ODACMO	Gantner, Ann-Marie	Program Analyst, GS-0343-12			R	

**PROPOSED:** Resources, Analysis and Planning Division      HOAB0000      (New Organization)

(A) Current Org Code	(B) Current Acronym	(C) Name	(D) Current Position Title/Series/Grade	(E) Proposed Position Title/Series/Grade (If Changed)	(F) Empl ID	(G) Realign (L)/Reassign (R)/No Change (NC)	(H) Notes
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N/A	N/A	Vacant	N/A	Division Director, GS-0343-15		N/A	Newly created position
HOA00000	OPRM	Means, Elizabeth M.	Program Analyst, GS-0343-15			R	
HOA00000	OPRM	Coogan, Daniel B.	Program Analyst, GS-0343-15			R	
HOA00000	OPRM	Moore, Steven R.	Program Analyst, GS-0343-13			R	
HOA00000	OPRM	Jackson, Terrence J.	Program Analyst, GS-0343-13			R	
HOA00000	OPRM	Walker, Nadene S.	Administrative Officer, GS-0341-12			R	
HOA00000	OPRM	Robinson, Christine Renee	Program Analyst, GS-0343-09			R	
HCC00000	OHR/RES	Hughes, Angela	Program Analyst, GS-0343-14			R	
HCC00000	OHR/RES	Elmore, Roxann	Program Specialist, GS-0343-12			R	
HCC00000	OHR/RES	Hitchcock, Charles	Program Specialist, GS-0301-09			R	

**PROPOSED:** Administrative Operations and Stewardship Division      HOAC0000      (New Organization)

(A) Current Org Code	(B) Current Acronym	(C) Name	(D) Current Position Title/Series/Grade	(E) Proposed Position Title/Series/Grade (If Changed)	(F) Empl ID	(G) Realign (L)/Reassign (R)/No Change (NC)	(H) Notes
N/A	N/A	Vacant	N/A	Division Director, GS-0343-15		N/A	Newly created position
HOA00000	OPRM	Jablonski, Janice S.	Lead Program Analyst, GS-0343-15	Program Analyst, GS-0343-15		R	
HOA00000	OPRM	Settle, William S. Jr.	Program Analyst, GS-0343-15			R	
HOA00000	OPRM	Wiskerchen, Nicholas R.	Program Analyst, GS-0343-15			R	
HOA00000	OPRM	Womack, Sandra R.	Program Analyst, GS-0343-15			R	
HOA00000	OPRM	Lemley, Lauren E.	Program Analyst, GS-0343-14			R	
HOA00000	OPRM	McDowell, Brandon M.	Program Analyst, GS-0343-13			R	
HOA00000	OPRM	Gantt, Adrienne L.	Administrative Specialist, GS-0301-13			R	
HOA00000	OPRM	Johnson, Karen M.	Information Services Specialist, GS-0301-12			R	
HOA00000	OPRM	Sandfoss, Kristina Marie	Program Analyst, GS-0343-09			R	
HOA00000	OPRM	Kopia, Katherine Anne	Program Analyst, GS-0343-09			R	





## STAFFING PLAN CROSSWALK FORM

**ORGANIZATION NAME:**

OARM, Office of Human Resources, Recruitment & Employee Services Division

**NOTE(s): All eight columns must be completed by the program office. See instruction tab for detailed procedures on crosswalk completion. Please briefly explain proposed changes in the notes column, including the use of any standard position descriptions.**

**PROPOSED:** Diversity, Recruitment and Employee Services Division - Immediate Office

HCC00000

(New Org Title / Same Org Code)

(A) Current Org Code	(B) Current Acronym	(C) Name	(D) Current Position Title/Series/Grade	(E) Proposed Position Title/Series/Grade (If Changed)	(F) Empl ID	(G) Realign (L)/Reassign (R)/No Change (NC)	(H) Notes
HCC00000	RES D	Vacant	Acting Supervisory Human Resources Specialist, GS-15 (Series TBD)			NC	Current Division does not have subunits.

**PROPOSED:** Diversity and Recruitment Branch

HCCA0000

(New Organization)

(A) Current Org Code	(B) Current Acronym	(C) Name	(D) Current Position Title/Series/Grade	(E) Proposed Position Title/Series/Grade (If Changed)	(F) Empl ID	(G) Realign (L)/Reassign (R)/No Change (NC)	(H) Notes
HG000000	ODACMO	Vacant		Branch Chief, Program Analyst, GS-0343-15		R	
HG000000	ODACMO	Morina-Dickerson, Lenee	Supervisory Program Analyst, GS-0343-15	Program Analyst, GS-0343-15		R	
HCC00000	OHR/RES D	Terrell, Piyachat	Program Analyst, GS-0343-14			NC	
HCC00000	OHR/RES D	Allen, Tania	Human Resources Specialist, GS-0201-14			NC	
HG000000	ODACMO	Facey, Lester C.	Program Analyst, GS-0343-14			R	
HG000000	ODACMO	Nieves, Michael	Program Analyst, GS-0343-14			R	
HCC00000	OHR/RES D	Brant, Joann	Program Analyst, GS-0343-13			NC	
HCC00000	OHR/RES D	Gomez, David S.	Program Analyst, GS-0343-13			NC	
HG000000	ODACMO	Napoli, Anthony S.	Program Analyst, GS-0343-13			R	
HG000000	ODACMO	Virgille, Joanne	Program Analyst, GS-0343-13			R	

**PROPOSED:** Employee Services Branch

HCCB0000

(New Organization)

(A) Current Org Code	(B) Current Acronym	(C) Name	(D) Current Position Title/Series/Grade	(E) Proposed Position Title/Series/Grade (If Changed)	(F) Empl ID	(G) Realign (L)/Reassign (R)/No Change (NC)	(H) Notes
		Vacant		Branch Chief, GS-15		R	
HCC00000	OHR/RES D	Vacant	Human Resources Specialist (Benefits), GS-0201-14			NC	
HCC00000	OHR/RES D	White, Wayne D.	Program Analyst, GS-0343-14			NC	
HCC00000	OHR/RES D	Viney, Barbara	Conflict Management Specialist, GS-0301-14			NC	



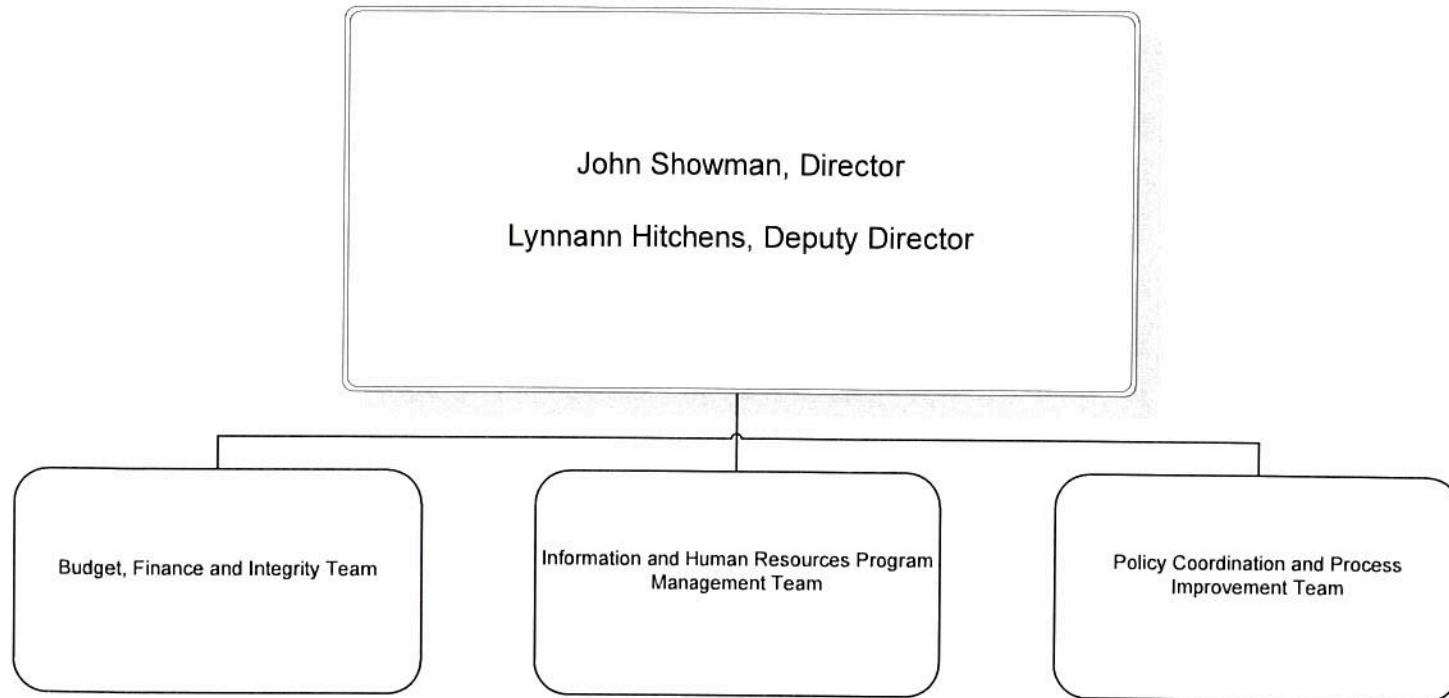
HCC00000	OHR/RESD	Taylor, Audrey Y.	Human Resources Specialist (Benefits), GS-0201-13			NC	
HCC00000	OHR/RESD	Vacant	Human Resources Specialist (ER), GS-0201-13	Human Resources Specialist (ER), GS-0201-12/13		L	
HCC00000	OHR/RESD	Vacant	Sign Language Interpreter, GS-1001-13	Human Resources Specialist (ER), GS-0201-12/13		L	
HCC00000	OHR/RESD	Vacant	Program Analyst, GS-0343-13	Human Resources Specialist (ER), GS-0201-12/13		L	





# Current Organization Chart

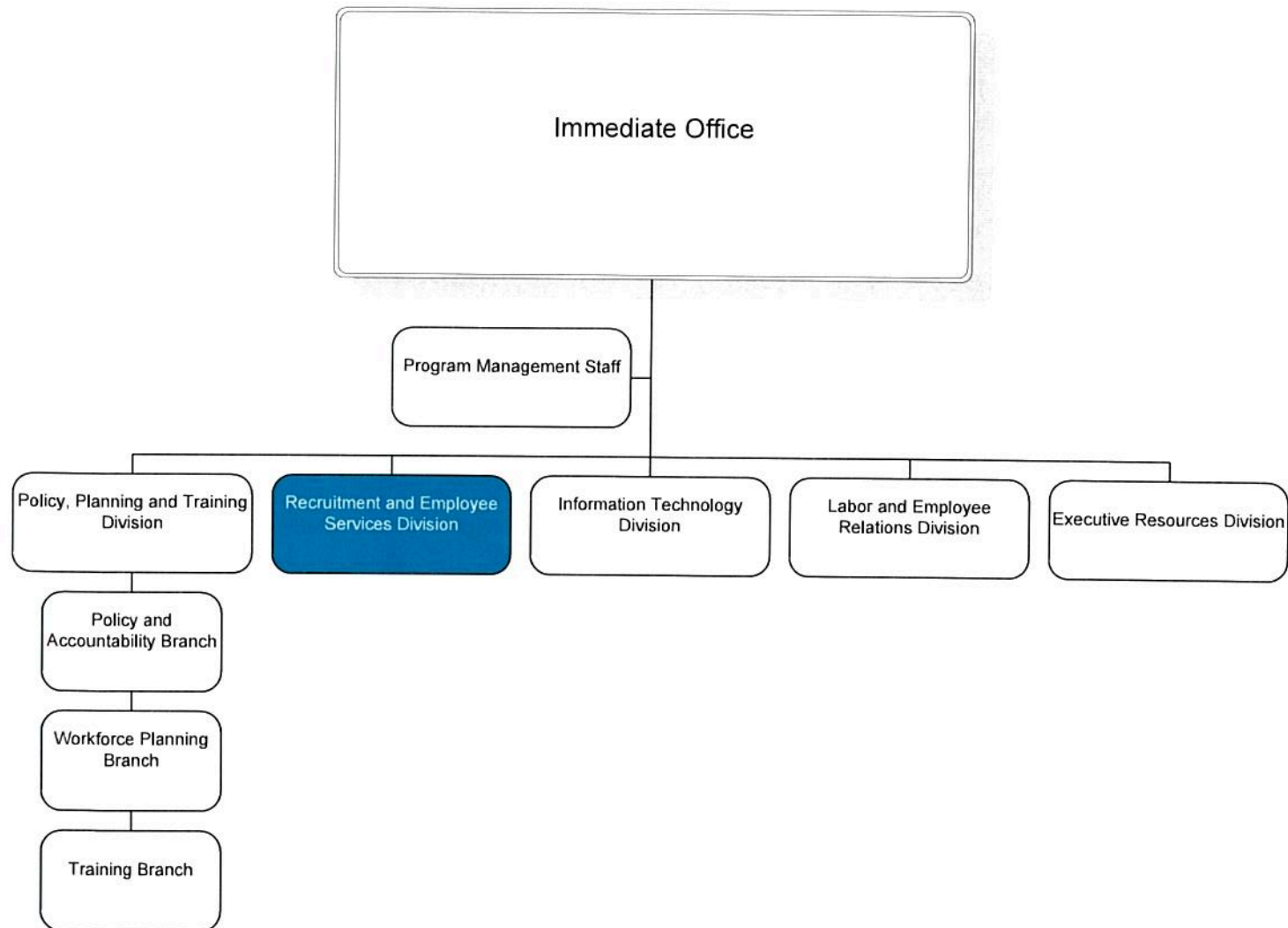
## Office of Policy and Resources Management







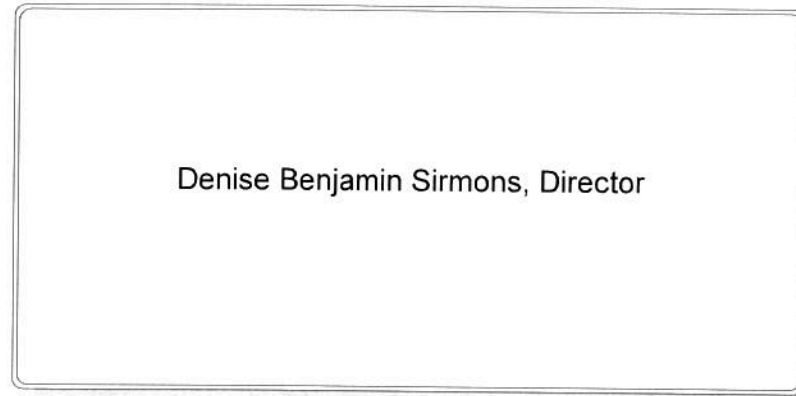
# Current Organization Chart Office of Human Resources





# **Current Organization Chart**

## **Office of Diversity, Advisory Committee Management and Outreach**



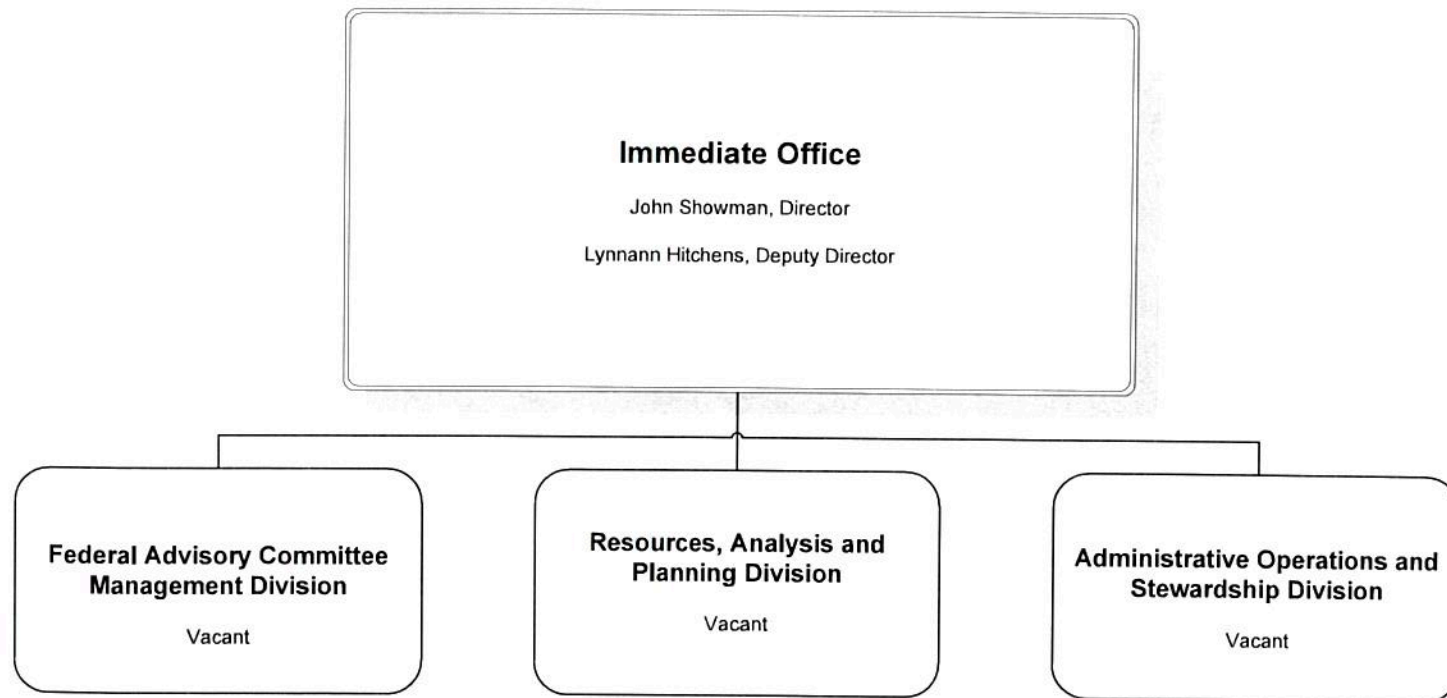




# Proposed Organization Chart

## Office of Resources, Operations and Management

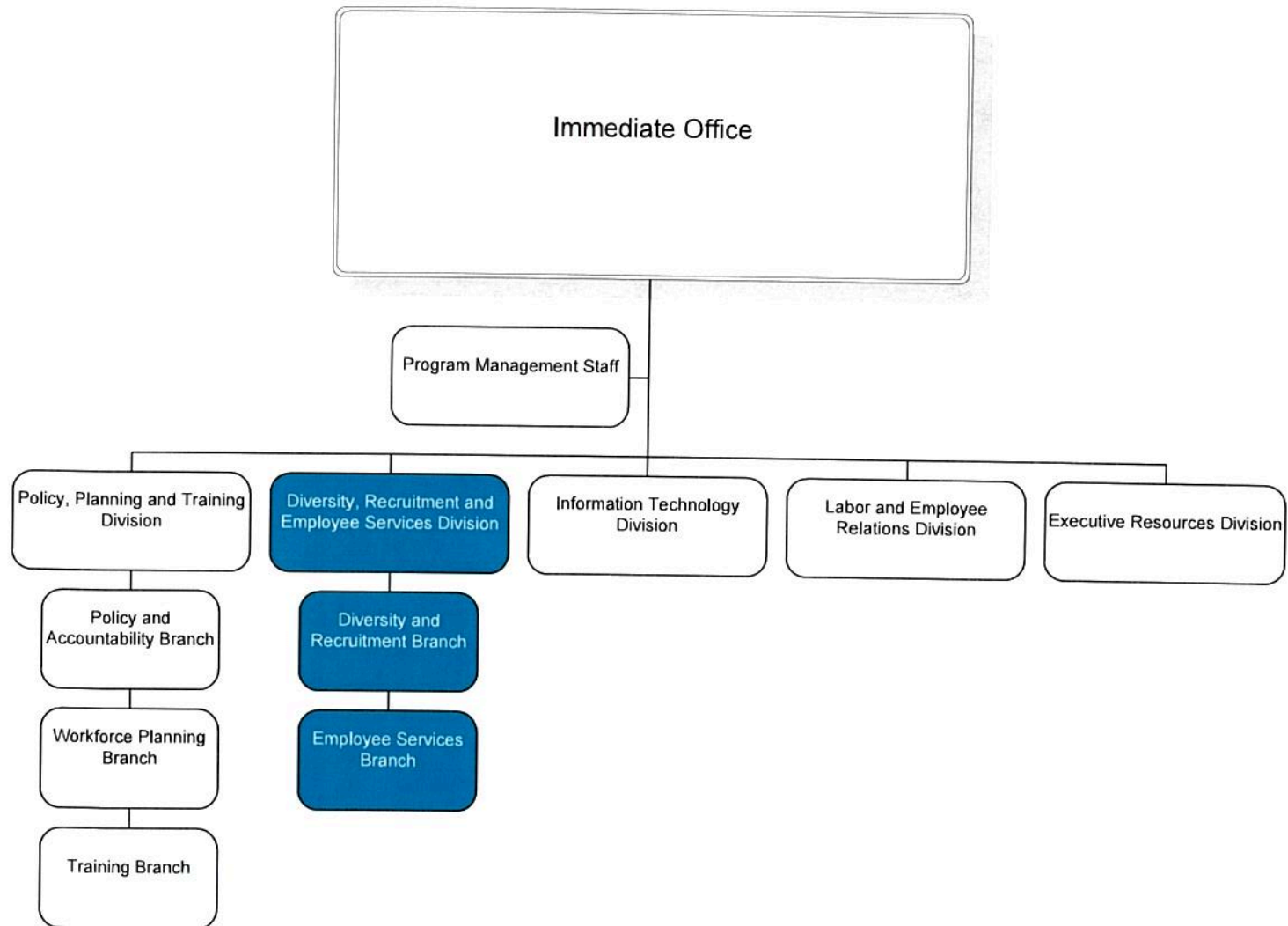
\*Formerly Office of Policy and Resources Management







# Proposed Organization Chart Office of Human Resources







## CURRENT FUNCTIONAL STATEMENT

*Please enter your information directly into this template using Times New Roman, 12 pt. Font*

**OFFICE:** Office of Policy and Resources Management

**HEADQUARTERS OR REGIONAL OFFICE:** Office of Administration and Resources Management

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**ORGANIZATION HEAD:** Director, Office of Policy and Resources Management

**REPORTS TO:** Assistant Administrator for Administration and Resources Management

**FUNCTIONS:**

The Office of Policy and Resources Management (OPRM) serves as the principal staff to the Assistant Administrator on matters related to program management, budget, human resources and workforce development programs, and administrative operations within OARM. Specific OPRM responsibilities include:

- Serves as the Associate Senior Resource Official (SRO) for OARM and, as such, works closely with the PDAA and serves as the primary point of accountability for management integrity; is responsible for the coordination of all integrity issues in OARM; is responsible for integrating the resource management processes with overall budget and strategic planning.
- Serves as the principal source of advice and analysis to the AA/OARM on appropriate broad policy direction for OARM, interrelationships among program policies, and the overall effectiveness of these policies.
- Develops guidance on and issues procedures on administration and program management for implementation by OARM offices.
- Ensures that all cross-cutting activities of OARM are carried out in a consistent and timely manner.
- Provides liaison and coordination with other EPA program offices, other Federal agencies, etc. regarding administrative, budget and program management issues.
- Serves as the OARM contact point for the Lead Region for management.
- Provides staff support to the activities of the President's Council on Management Improvement, and coordinates the involvement of OARM offices as appropriate.
- Coordinates OARM's input into responses to Congress, GAO, and OMB.
- Manages OARM's controlled correspondence program, and tracks other executive correspondence.
- Manages the EPA Senior Environmental Employment (SEE) Program.
- Provides support for the Agency's cadre of Public Health Service officers.

**BUDGET, FINANCE, AND INTEGRITY TEAM.** The Budget, Finance, and Integrity Team:

- Provides support for the SRO.
  - Exercises oversight and control, and makes recommendations to the Assistant Administrator on OARM budget formulation, preparation, justification, and execution; financial management; and work year controls.
  - Ensures consistency and coordination in the development and application of OARM's financial and management policies.
- Serves as Senior Budget Officer (SBO) for OARM.
  - Manages OARM's internal control process, with responsibility for all issues related to financial integrity, fraud prevention, and audit coordination and follow-up. Responsible for OARM's compliance with the Federal Manager's Financial Integrity Act, conflict-of-interest, and ethics requirements.
  - Identifies and coordinates the development of corrective actions and reports to address concerns identified in Inspector General and GAO reports, and tracks the completion and centralized reporting of corrective actions by OARM Offices.
  - Manages OARM's strategic planning and evaluation activities, including the identification of program goals, priorities, objectives, and plans. Coordinates OARM input to the annual Agency accomplishment report, annual Operating Guidance, and the Agency's strategic plan.

**INFORMATION AND HUMAN RESOURCES PROGRAM MANAGEMENT TEAM.** The Information and Human Resources Program Management Team:

- Serves as liaison and coordinator for OARM's activities in human resources management, including planning, oversight and evaluation of personnel allocations, diversity of workforce analysis and recruitment strategies and performance management. Represents OARM on the Agency Human Resources Council, and is the focal point for initiatives proposed by OARM's Human Resources Council.
- Coordinates OARM's involvement in information resources planning and integration. Serves as Senior IRM Official (SIRMO) for OARM; develops and maintains management processes to ensure that OARM's use of information resources conforms to Agency requirements.
- Represents OARM on the Agency Steering Committee which coordinates EPA's regulatory development process, responsible for coordinating OARM submissions to the Steering Committee, ensuring OARM representation on appropriate regulatory workgroups, and OARM review of regulations proposed by the Steering Committee.
- Coordinates publication reviews and outreach programs with OCEPA and other appropriate offices. Manages OARM's compliance with the Freedom of Information Act.



**POLICY COORDINATION AND PROCESS IMPROVEMENT TEAM.** The Policy Coordination and Process Improvement Team:

- Develops consolidated OARM positions on policy; coordinates responses to requests for OARM comments. Develops OPRM responses.
- Handles special projects/studies, as required by senior management.
- Ensures the ongoing implementation of reinvention and re-engineering within OARM and OPRM.
- Carries out analytical studies. Recommends process changes and improvements in OARM, and proposes and implements solutions.
- Applies improved technology for process improvements.
- Responsible for developing and managing customer service surveys and other feedback mechanisms for OPRM.
- Directs OARM's communications program, providing expertise to OARM Offices in developing OARM communications Strategies for major initiatives and programs. Takes actions to redress common communications problems in OARM Offices.







## CURRENT FUNCTIONAL STATEMENT

*Please enter your information directly into this template using Times New Roman, 12 pt. Font*

**DIVISION:** Recruitment and Employee Services Division

**OFFICE:** Office of Human Resources

**HEADQUARTERS OR REGIONAL OFFICE:** Office of Administration and Resources Management

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**ORGANIZATION HEAD:** Division Director, Recruitment and Employee Services Division

**REPORTS TO:** Director, Office of Human Resources

**FUNCTIONS:**

- Develops and institutionalizes an agencywide strategic recruitment and outreach strategy, including:
  - Branding and marketing.
  - Developing strategic partnership with colleges, universities, professional associations, and other relevant entities.
  - Promoting workforce diversity through White House and other initiatives.
  - Managing the agency's veterans hiring initiatives and recruitment programs for people with disabilities.
  - Manages the Federal Equal Opportunity Report Plan.
- Provides employee support services to agency's human resources shared service centers:
  - Conducts new employee onboarding at headquarters.
  - Coordinates with the Department of Labor on workers compensation issues.
  - Coordinates unemployment compensation claims.
  - Ensures sign language interpreting services are available for hearing impaired employees and members of the public.
  - Manages the Employee Counseling and Assistance Program.
  - Manages the Drug Free Workplace Program.
- Oversees Employee Benefits and Services:
  - Provides advice, consultation and policy oversight to shares service centers on the full range of benefits, retirement, and workplace issues – serves as the Office of Personnel Management liaison on these matters.
  - Provides access assistance to myPay Employee Self Service System and Federal Retirement Benefits Retirement Calculator.

- Coordinates briefing and informational sessions on various benefits and services and manages access to vendors.
- Disseminates agencywide retirement/benefits policy changes/updates and website updates.
- Serves as liaison to the agency's awards board and manages the agency's annual National Honor Awards process.



## CURRENT FUNCTIONAL STATEMENT

*Please enter your information directly into this template using Times New Roman, 12 pt. Font*

**OFFICE:** Office of Diversity, Advisory Committee Management and Outreach

**HEADQUARTERS OR REGIONAL OFFICE:** Office of Administration and Resources Management

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**ORGANIZATION HEAD:** Director, Office of Diversity, Advisory Committee Management and Outreach

**REPORTS TO:** Assistant Administrator for Administration and Resources Management

**FUNCTIONS:**

The Office of Diversity, Advisory Committee Management and Outreach (ODACMO) has three primary functional areas of responsibility: (1) leading and coordinating the EPA's diversity, inclusion and related outreach efforts; (2) managing the agency's Minority Serving Institution (MSI) Program; and (3) providing federal advisory committee management, program examination and technical assistance.

**1. *Coordinate agency activities to enhance workplace diversity and inclusion, including:***

- Directing the implementation of the EPA's Diversity and Inclusion Strategic Plan and other diversity and inclusion requirements prescribed by executive order or policy.
- Managing the agency's Diversity and Inclusion Advisory Committee, which serves as a subcommittee of the agency's National Human Resources Council.
- Affording appropriate diversity and inclusion training.
- Issuing quarterly Diversity Dashboard reports on the agency's demographic composition and profile.
- Managing the agency's national heritage month commemorations and national diversity outreach activities.

**2. *Manage the agency's MSI Program, including:***

- Issuing policies and guidance to ensure compliance with the governing White House Initiatives requirements.
- Coordinating and reviewing quarterly reports from Headquarters and Regional offices.
- Preparing consolidated senior leadership MSI quarterly reports, and the annual Department of Education MSI reports and forecasts required under the White House Initiatives.

- Maintaining a network of agency MSI coordinators for communications, collaboration and oversight of agency MSI activities.
- Representing the EPA at national MSI program meetings and events.
- 

***Provide advisory committee management and oversight, including:***

- Issuing advisory committee policies and guidance on the full range of committee activities from inception to termination, and conducting quarterly agency Designated Federal Officers meetings.
- Coordinating the committee charter and separate membership nomination and appointment processes.
- Serving as the agency's Committee Management Officer, responsible for the agency-wide reporting to the General Services Administration, and for representing the agency for government-wide committee management coordination.
- Conducting annual program reviews of the agency's committee activities to ensure compliance with governing laws, policies and procedures.
- Directing the activities of four of the agency's advisory committees, including the agency's only Presidential committee.





## PROPOSED FUNCTIONAL STATEMENT

*Please enter your information directly into this template using Times New Roman, 12 pt. Font*

**OFFICE:** Office of Resources, Operations and Management

**HEADQUARTERS OR REGIONAL OFFICE:** Office of Administration and Resources Management

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**ORGANIZATION HEAD:** Director, Office of Resources, Operations and Management

**REPORTS TO:** Assistant Administrator for Administration and Resources Management

**FUNCTIONS:**

The Office of Resources, Operations and Management (OROM) serves as the principal staff to the Assistant Administrator on matters related to program management, budget, human resources and workforce development programs, and administrative operations within OARM. Specific OROM responsibilities include:

- Serves as the Associate Senior Resource Official (SRO) for OARM and, as such, works closely with the PDAA and serves as the primary point of accountability for management integrity; is responsible for the coordination of all integrity issues in OARM; is responsible for integrating the resource management processes with overall budget and strategic planning.
- Serves as the principal source of advice and analysis to the AA/OARM on appropriate broad policy direction for OARM, interrelationships among program policies, and the overall effectiveness of these policies.
- Develops guidance on and issues procedures on administration and program management for implementation by OARM offices.
- Ensures that all cross-cutting activities of OARM are carried out in a consistent and timely manner.
- Provides liaison and coordination with other EPA program offices, other Federal agencies, etc. regarding administrative, budget and program management issues.
- Serves as the OARM contact point for the Lead Region for management.
- Coordinates OARM's input into responses to Congress, GAO, and OMB.
- Manages OARM's controlled correspondence program, and tracks other executive correspondence.
- Manages the EPA Senior Environmental Employment (SEE) Program.
- Provides support for the Agency's cadre of Public Health Service officers.
- Provides advisory committee management and oversight.

- Coordinates with OCFO on agencywide projects and activities dealing with operations and efficiencies.
- Serves as principal source of advice and analysis to the Agency related to contingency planning for potential government shutdowns.
- Handles special projects/studies, as required by senior management.
- Directs OARM's communications program, providing expertise to OARM Offices in developing OARM communications Strategies for major initiatives and programs. Takes actions to redress common communications problems in OARM Offices.

### **FEDERAL ADVISORY COMMITTEE MANAGEMENT DIVISION**

The Advisory Committee Management Division:

- Issues advisory committee policies and guidance on the full range of committee activities from inception to termination, and conducting quarterly agency Designated Federal Officers meetings.
- Coordinates the committee charter and separate membership nomination and appointment processes.
- Serves as the agency's Committee Management Officer, responsible for the agency-wide reporting to the General Services Administration, and for representing the agency for government-wide committee management coordination.
- Conducts annual program reviews of the agency's committee activities to ensure compliance with governing laws, policies and procedures.
- Directs the activities of four of the agency's advisory committees, including the agency's only Presidential committee.

### **RESOURCES, ANALYSIS AND PLANNING DIVISION**

The Resources, Analysis and Planning Division:

- Provides support for the SRO.
  - Exercises oversight and control, and makes recommendations to the Assistant Administrator on OARM budget formulation, preparation, justification, and execution; financial management; and work year controls.
  - Ensures consistency and coordination in the development and application of OARM's financial and management policies.
- Serves as Senior Budget Officer (SBO) for OARM.
  - Manages OARM's strategic planning and evaluation activities, including the identification of program goals, priorities, objectives, and plans. Coordinates OARM input to the annual Agency accomplishment report, annual Operating Guidance, and the Agency's strategic plan.
- Manages the EPA Senior Environmental Employment (SEE) Program.
- Provides support for the Agency's cadre of Public Health Service officers.

### **ADMINISTRATIVE OPERATIONS AND STEWARDSHIP DIVISION**

The Administrative Operations and Stewardship Division:

- Serves as liaison and coordinator for OARM's activities in human resources management, including planning, oversight and evaluation of personnel allocations,



diversity of workforce analysis and recruitment strategies and performance management.

- Coordinates OARM's involvement in information resources planning and integration. Serves as Senior Information Official (SIO) for OARM; develops and maintains management processes to ensure that OARM's use of information resources conforms to Agency requirements.
- Represents OARM on various Agency Steering Committees which coordinate EPA's regulatory development process, responsible for coordinating OARM submissions to the Steering Committee, ensuring OARM representation on appropriate regulatory workgroups, and OARM review of regulations proposed by the Steering Committee.
- Coordinates publication reviews and outreach programs with OPA and other appropriate offices. Manages OARM's compliance with the Freedom of Information Act.
- Manages OARM's internal control process, with responsibility for all issues related to financial integrity, fraud prevention, and audit coordination and follow-up. Responsible for OARM's compliance with the Federal Manager's Financial Integrity Act, conflict-of-interest, and ethics requirements.
- Identifies and coordinates the development of corrective actions and reports to address concerns identified in Inspector General and GAO reports, and tracks the completion and centralized reporting of corrective actions by OARM Offices.
- Develops consolidated OARM positions on policy; coordinates responses to requests for OARM comments. Develops OROM responses.
- Ensures the ongoing implementation of reinvention and re-engineering within OARM and OROM.
- Carries out analytical studies. Recommends process changes and improvements in OARM, and proposes and implements solutions.
- Applies improved technology for process improvements.





## PROPOSED FUNCTIONAL STATEMENT

*Please enter your information directly into this template using Times New Roman, 12 pt. Font*

**DIVISION:** Diversity, Recruitment and Employee Services

**OFFICE:** Office of Human Resources

**HEADQUARTERS OR REGIONAL OFFICE:** Office of Administration and Resources Management

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**ORGANIZATION HEAD:** Division Director, Diversity, Recruitment and Employee Services

**REPORTS TO:** Director, Office of Human Resources

### **FUNCTIONS:**

The Diversity, Recruitment and Employee Services Division serves as the principal staff overseeing all major human resources matters related to the agency's nationwide recruitment and diversity and inclusion efforts and employee benefits and services policies.

### **DIVERSITY AND RECRUITMENT BRANCH**

- Develops and institutionalizes an agencywide strategic recruitment and outreach strategy, including:
  - Branding and marketing.
  - Developing strategic partnership with colleges, universities, professional associations, and other relevant entities.
  - Promoting workforce diversity through White House and other initiatives.
  - Managing the agency's veterans hiring initiatives and recruitment programs for people with disabilities.
  - Manages the Federal Equal Opportunity Report Plan.
- Coordinates agency activities to enhance workplace diversity and inclusion, including:
  - Directing the implementation of the EPA's Diversity and Inclusion Strategic Plan and other diversity and inclusion requirements prescribed by executive order or policy.
  - Managing the agency's Diversity and Inclusion Advisory Committee, which serves as a subcommittee of the agency's National Human Resources Council.
  - Affording appropriate diversity and inclusion training.
  - Issues quarterly Diversity Dashboard reports on the agency's demographic composition and profile.
  - Manages the agency's national heritage month commemorations and national diversity outreach activities.
- Manages the agency's MSI Program, including:



- Issuing policies and guidance to ensure compliance with the governing White House Initiatives requirements.
- Coordinating and reviewing quarterly reports from Headquarters and Regional offices.
- Preparing consolidated senior leadership MSI quarterly reports, and the annual Department of Education MSI reports and forecasts required under the White House Initiatives.
- Maintaining a network of agency MSI coordinators for communications, collaboration and oversight of agency MSI activities.
- Representing the EPA at national MSI program meetings and events.

#### **EMPLOYEE SERVICES BRANCH**

- Provides employee support services to agency's human resources shared service centers:
  - Conducts new employee onboarding at headquarters.
  - Coordinates with the Department of Labor on workers compensation issues.
  - Coordinates unemployment compensation claims.
  - Ensures sign language interpreting services are available for hearing impaired employees and members of the public.
  - Manages the Employee Counseling and Assistance Program.
  - Manages the Drug Free Workplace Program.
- Oversees Employee Benefits and Services:
  - Provides advice, consultation and policy oversight to shares service centers on the full range of benefits, retirement, and workplace issues – serves as the Office of Personnel Management liaison on these matters.
  - Provides access assistance to myPay Employee Self Service System and Federal Retirement Benefits Retirement Calculator.
  - Coordinates briefing and informational sessions on various benefits and services and manages access to vendors.
  - Disseminates agencywide retirement/benefits policy changes/updates and website updates.
  - Serves as liaison to the agency's awards board and manages the agency's annual National Honor Awards process.
  - Coordinates Alternative dispute Resolution counseling and the related services, with employees, supervisors, and managers and organizations.
  - Provides counseling, assessments and conflict resolution services to employees, supervisors, managers and organizations.

EPA ORGANIZATION CODE CHANGE REQUEST FORM
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(11/2015 Edition)

**Proposed Effective Date:**

REGION/AASHIP:

**Instructions:** Please complete the Organization code change form and forward it as part of the final reorganization package (without the examples). All requested changes will be reviewed by the agency's reorganization team for conformity with system code change procedures. Failure to provide this information may delay processing of this request. There must be **one line** for each Type of Change. Deleted organizations will be inactivated and the Current Organization Name and Organization Code needs to be provided. New organizations start at Type of Change with "New Organization" and fill in the rest to the right. Please provide the City and State, "Duty Location" of the new organization. When Renaming organizations, if it changes in the organizational level then that organization can not be changed. It needs to be listed as a Delete and a New Organization created with the new name. Renamings stay at the same level in the organization heirarchy.

CURRENT ORGANIZATION NAME <sup>1</sup>	CURRENT ORG CODE <sup>2</sup>	TYPE OF CHANGE (click on the cell drop down for change type)	NEW ORGANIZATION NAME <sup>1</sup>	NEW ORG CODE <sup>2</sup> (optional)	New Org CITY	New Org STATE
Office of Diversity, Advisory Committee Management and Outreach	HG000000	Delete Org				
Office of Policy and Resources Management	HOA00000	Rename Org	Office of Resources, Operations and Management			
		New Org	Federal Advisory Committee Management Division	HOAA0000	Washington	DC
		New Org	Resources, Analysis and Planning Division	HOAB0000	Washington	DC
		New Org	Administrative Operations and Stewardship Division	HOAC0000	Washington	DC
OHR, Recruitment and Employee Services Division	HCC00000	Rename Org	Diversity, Recruitment and Employee Services Division			
		New Org	Diversity and Recruitment Branch	HCCA0000	Washington	DC
		New Org	Employee Services Branch	HCCB0000	Washington	DC
NOTE:						
1 Organization Name is a 37 characters field. If the new description is longer than that it will be abbreviated.						
2 Organization Code is a 8 character field in Alpha/Numeric format.						
RED - Delete Org, BLUE - Rename Org, GREEN - New Org						

